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Library Trustees Minutes 09-10-2002

Robbins Library Board of Trustees' minutes
September 10, 2002

Call to Order

Ms. Radochia called the meeting to order at 7:05 PM. Attending were trustees David Castiglioni, Katharine Lawrence, Frank Murphy and Joyce Radochia. Patricia Deal and Barbara Muldoon were absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and Nancy Gentile, Head of Adult Services.

Approval of Minutes

In the Robbins Print Collection paragraph of the August 20th meeting minutes, the words "trust funds" were substituted for the word "trustees" in the first sentence. The corrected minutes were approved on a motion by Mr. Murphy; seconded by Ms. Lawrence. Passed unanimously.

Communications

Trustees received a copy of a letter from Mr. Farrington, the Town Manager, to Katharine Lawrence, who has decided not to accept reappointment to the Board of Library Trustees. Ms. Lawrence has agreed to stay on the board until a replacement is found. The board received a letter from Judi Paradis, resigning her position as the Russell Fund Coordinator. She has accepted a position as a school librarian in Arlington. Ms. Radochia suggested writing a letter of thanks to Ms. Paradis. Ms. Ruderman suggested and the board publicly affirmed their thanks to her for her hard work and imagination on the Russell Fund programming. The trustees signed a card to be sent to Gertrude Kovar who has recently retired from her position as a Library Assistant at the Fox Branch Library.

Robbins Print Collection

Ms. Gentile attended the meeting to give a status report on the print collection project. She received a communication from Plymouth State College, stating that they are not interested in completing the proposed loan unless it will include the album of prints by Norblin. Discussion took place about the merits of making the full loan, including the Norblin, or canceling the loan. Ms. Lawrence made a motion to lend all of their chosen prints to Plymouth State College on permanent loan; seconded by Mr. Murphy. Ms. Ruderman was opposed. The motion passed with 4 in favor; 1 opposed. Mr. Murphy suggested that the Plymouth State officials should formally acknowledge the receipt of the prints and that they should be encouraged to exhibit the prints as well as use them in educational pursuits. Montserrat College of Art and Dowling College have both accepted print loans. Assumption College is still working on the loan document and Ms. Gentile is ready to send them once this is completed. An estimate for building cabinetry to house the prints was received from one vendor. A discussion took place about obtaining a second price quote. Mr. Murphy made a motion; seconded by Ms. Ruderman, to use the proposed diagram as a template for obtaining cabinetry. A decision on funding was deferred pending the return of Ms. Muldoon, the Trust Fund liaison, as well as the receipt of the other price estimate.

FY2003 Budget and Preliminary Discussion of FY04 Budget Preparation

The Town Manager must cut approximately \$187,000 from budgets under his jurisdiction. He has recommended to town officials that \$30,000 be cut from the library budget. The vacant full-time Senior Library Assistant position in

the Circulation Department and the part-time Library Assistant position at the Fox Branch would not be filled. Ms. Loud will recommend that Fox be closed on Friday afternoons. Patrons of the main library may experience longer waiting lines at the circulation desk. A special town meeting will be called in the fall to deal with the deficit. Direct state aid to the library has had two large cuts already and another one is possible. The town's budget deficit for FY04 is projected to be approximately four million dollars.

Schedule of Holiday Closings

Ms. Loud distributed a proposed schedule of holiday closings, which is the same as the one voted last year. Ms. Ruderman made a motion to accept the schedule; seconded by Mr. Castiglioni. Passed unanimously.

Policy – Use of Cell Phones

The trustees discussed the current policy on cell phone usage, in light of a patron complaint about the disruptive use of phones in the library. They decided that cell phones should be turned off while in the library. Ms. Loud will draft a revised policy for a vote at the October meeting.

Updating of Trustee By-Laws

Copies of the current by-laws were distributed for the trustees to review. A discussion will take place at a future meeting.

Calendar of Trustee Projects

Ms. Loud proposed assigning dates to specific trustee goals and objectives that do not currently appear on the board's annual calendar.

Town Day Booth

In addition to trustees already scheduled to staff the booth, Mr. Castiglioni indicated that he could work the noon-2PM shift. Ms. Lawrence obtained the Barnes and Noble gift certificate to be used as the prize in the free raffle.

Director's Report

A complete July and a preliminary August report were presented.

Adjournment

The meeting was adjourned at 8:50 PM on a motion by Ms. Lawrence; seconded by Ms. Ruderman. The next meeting will be held on Tuesday, October 8th at 7:30 PM.

Respectfully submitted,

Cynthia Diminture

Bob Sprague
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